



Chapter 6

Word 6.0 for Windows

Microsoft Word 6.0 for Windows is a powerful word processing program that allows you to produce documents using both formatting and drawing tools. Using Word, you can create tables and graphs and import pictures and objects from other Windows applications. You can also use Word wizards to help you format and layout your documents.

Accessing Word

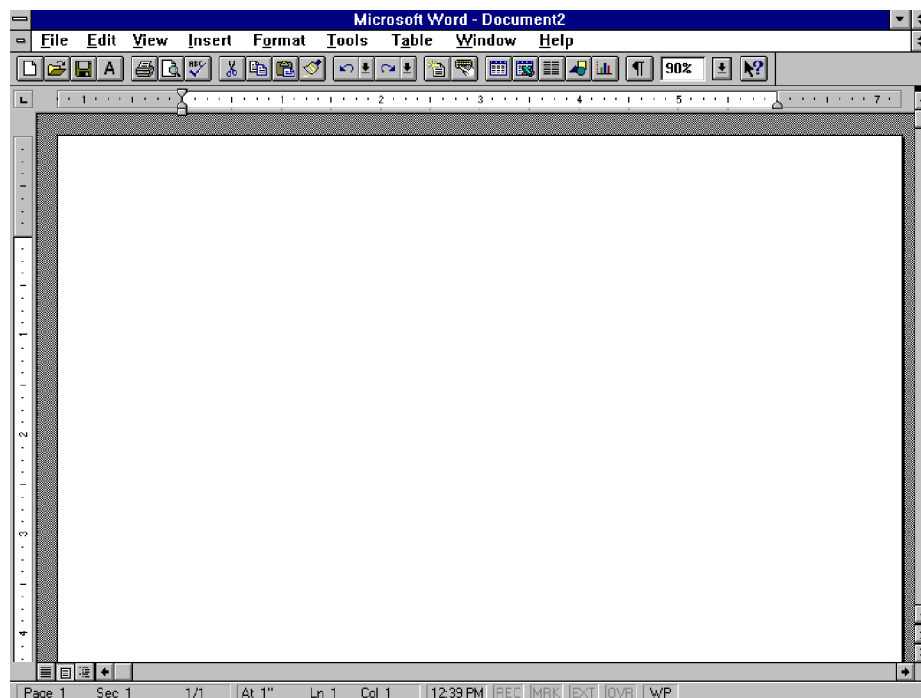
To access Word from Program Manager:

1. Double-click on the Office Applications group icon.
2. Double-click on the Microsoft Word program-item icon.



Word opens a full-sized window containing an untitled document.

Word window



Exploring the Window

This section covers information about each component of the Word window at startup.

The Title Bar

The *title bar* is located across the top of the Word window and displays the name of the application and document.

The Menu Bar

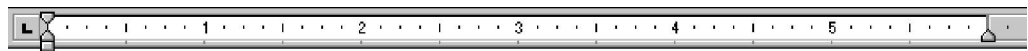
The *menu bar* is located directly below the title bar and displays the menu names. The menus contain the commands used in Word.

The Toolbar

The *toolbar* provides quick access to the menu bar commands. At startup, the Standard toolbar is displayed just below the menu bar. However, you can customize your window by selecting the toolbars and buttons that you want displayed. When you position the mouse pointer on a button, a ToolTip displays a description of the button, and the status bar explains what the button does.




Rulers

Rulers are displayed below the toolbar and vertically on the left side of the window. They are used to set tab stops and indents for selected paragraphs and adjust the width of text columns.



View Buttons

View buttons are located on the horizontal scroll bar and allow you to quickly switch between document views.

Button	Action
	Normal view Displays a simplified version of a document.
	Page Layout view Shows you how the document will look when printed.
	Outline view Displays the main headings or the entire document.

The Status Bar

The *status bar* is located at the bottom of the window. It displays information about the active window or the task that you are working on.

Creating a Document

When Word starts, you can begin typing in the default window (Normal template), or open a new document. Word provides wizards and templates that help you create memos, letters, reports, or resumes. *Wizards* are dialog boxes that request information and create documents based upon your answers. *Templates* are pre-formatted documents that are used as guides for your documents.

To create a new document:



1. Click on the New button to create a new document using the Normal template. To create a document using a special template, choose New from the File menu.

New dialog box



2. Under New, make sure that the Document option button is selected.
3. Double-click on a template from the list box. Or select a template, and click on the OK button.

Opening a Document



note

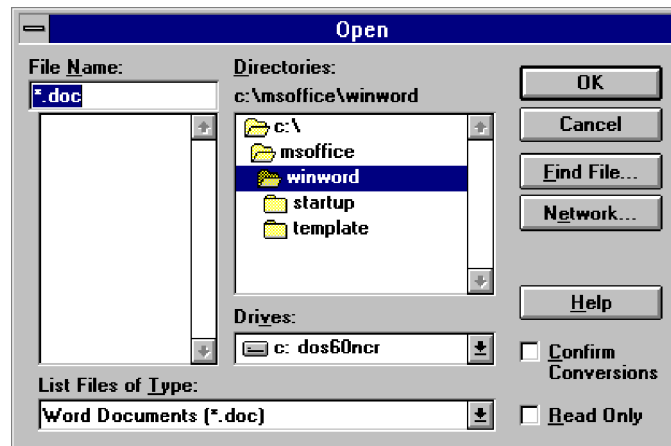
You can open as many as nine document windows at one time.

To open an existing document:



1. Click on the Open button, or choose Open from the File menu.

Open dialog box



2. If necessary, select the drive and directory where the document is located.
3. Double-click on the file that you want to open. Or select the file, and click on the OK button.

Editing a Document

After you create a new document or open an existing one, you can use the following tools to edit your document.

Using Spell Checker

Spell Checker searches for misspelled words, duplicate words, and irregular capitalizations in your document.

To perform a spell-check on the current document window:



1. Click on the Spelling button, or choose Spelling from the Tools menu.

Spelling dialog box



When Spell Checker finds a word or phrase that is not in the dictionary, it will offer suggested replacements.

3. Click on a button:

Button	Action
Ignore	Leaves the word unchanged during the current spell-check.
Ignore All	Leaves the word uncorrected during all spell-checks in the current Word session.
Change to	Changes the word in the Not in Dictionary box to the word in the Change To box.
Change All to	Changes the word in the Not in Dictionary box to the word in the Change To box for all occurrences in the document.
Add box.	Adds the word in the Not in Dictionary box to the dictionary selected in the Add Words To box.
Suggests	Displays a list of proposed suggestions for the word in the Suggestions box.
AutoCorrect misspellings	Adds a word to the AutoCorrect list so that Word can automatically correct any as you type.

the	Options	Allows you specify the rules to be used when performing spell-checks.
	Undo Last	Reverses the most recent actions made during current spell-check.
	Cancel	Closes the Spell Checker dialog box without undoing the changes.

When Spell Checker completes checking the selection, a message box will appear.

- Click on the Yes button to check the rest of the document.
- When the spell-check is complete, an information box will appear.
- Click on the OK button to return to your document.

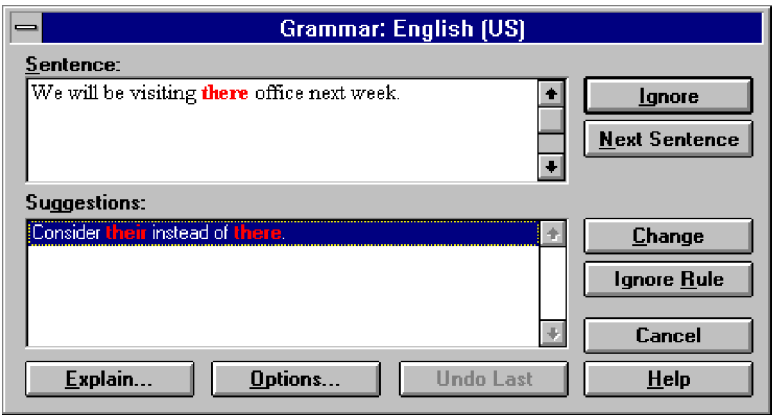
Using Grammar Checker

Word's *Grammar Checker* searches for grammatical or stylistic errors in your document.

To check grammar:

- Choose Grammar from the Tools menu.
- If a grammatical or stylistic error was found, the Grammar dialog box will appear and offer suggestions.

Grammar dialog box

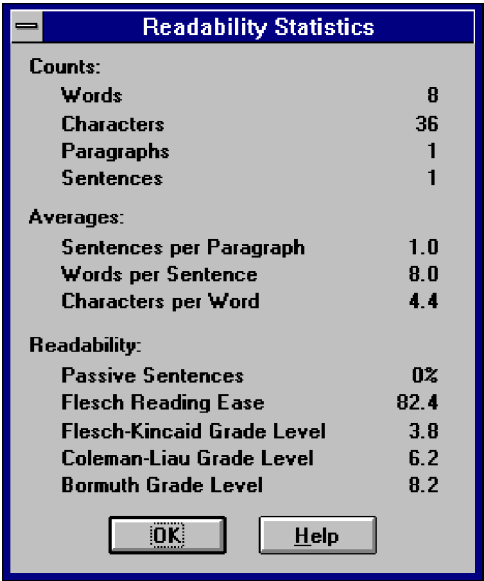


- Click on a button:

Button	Action
Ignore	Ignores the suggestion.
Next Sentence	Resumes the grammar check with the next sentence.
Change	Accepts the suggested change or your edit.
Ignore Rule	Ignores the grammar or style rule during the
rest	of the grammar check.
Cancel	Closes the Grammar dialog box.
Explain	Provides details on the applied grammar rule.
Options	Allows you to specify the rules to be used
during	the grammar check.

When the grammar check is complete, the Readability Statistics dialog box appears and displays information about the reading level of your document.

Readability
Statistics dialog box



3. Click on the OK button to return to your document.

Using the Thesaurus

Word's *Thesaurus* provides synonyms and antonyms for the words in your document.

To look up a word using the Thesaurus:

1. Select the word you wish to find an antonym or synonym for, or move the insertion point to the word you want to look up.
2. Choose Thesaurus from the Tools menu.

Thesaurus dialog
box



3. To replace the word with a synonym, click on a word in the Meanings or Replace with Synonym box, and then click on the Replace button.
4. To replace the word with an antonym, click on Antonyms in the Meanings box (if one was given), select a word in the Replace with Antonym box, and then click on the OK button.

Thesaurus will replace the word and return to your document.

Printing a Document

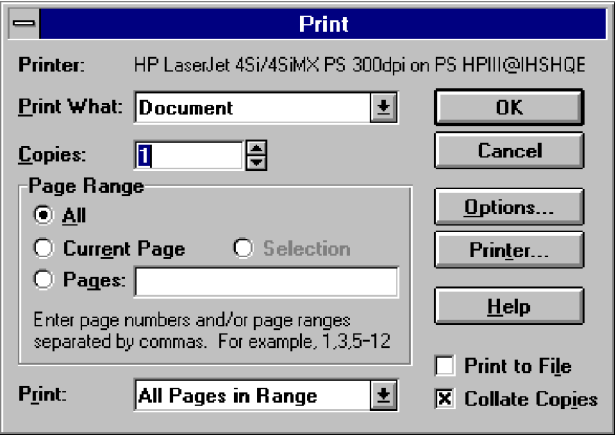
You can print an entire document, selected text, or specific pages.

To print the current document:

1. To print a selection, position the mouse pointer where you want the selection to begin, and drag over the text.
2. Click on the Print button to print with the current settings, or choose Print from the File menu to change printing options.

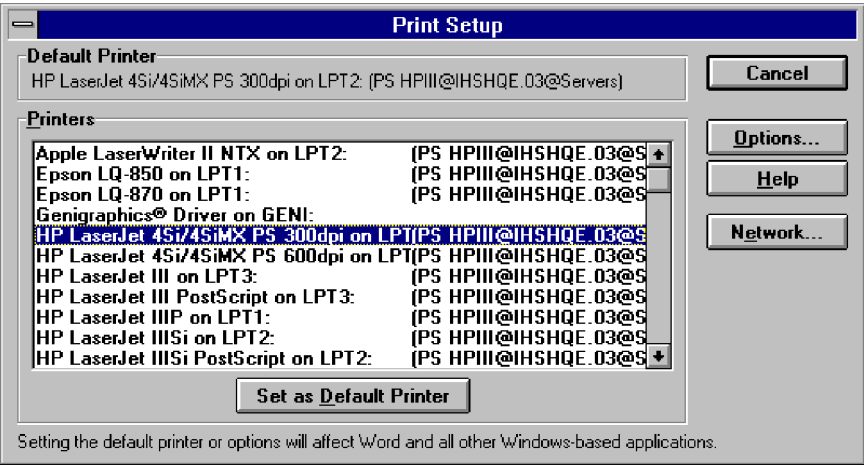


Print dialog box



3. To change the current printer, click on the Printer button.

Print Setup dialog box



4. Select a printer from the list box.
5. Click on the Set as Default Printer button.
6. Click on the Close button to return to the Print dialog box.
7. Select an item to print from the Print What drop-down list box.
8. Specify the number of copies to print.
9. Under Range, click on an option:

Option	Action
All	Prints the entire document.
Current Page	Prints the selected page or the page containing the insertion point ().

Selection	Prints the selected text.
Pages	Prints the page(s) that you specify in the text box.

10. From the Print drop-down list box, select the order in which you want the pages to be printed.
11. To print the document to a new file on a specified drive, click on the Print to File check box.
12. To print a complete copy of the first document before printing the first page of the second document, click on the Collate Copies check box.
13. Click on the OK button to begin printing.

Saving a Document

When you first create a document in Word, it only exists on your computer's temporary memory. If you turn off your computer, your work will be lost. It is recommended that you save your document frequently, in case of a power failure or other accident. Once you have saved your document, it can be retrieved and opened at a later time.

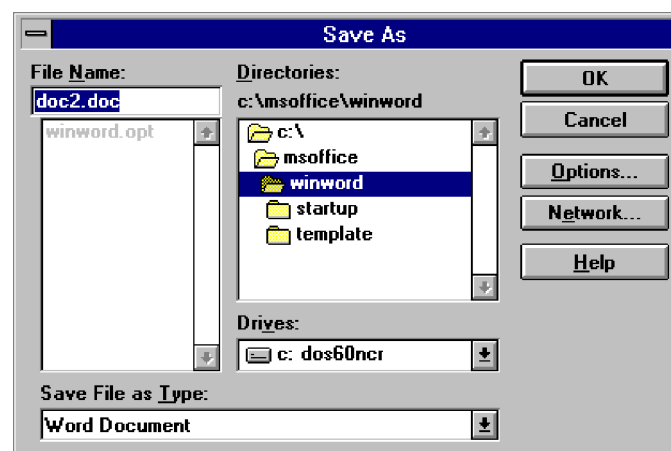
To save an opened document:



1. Click on the Save button, or choose Save or Save As from the File menu.

If you have not saved the document before, the Save As dialog box will appear.

Save As dialog box



2. If necessary, select the drive or directory where you want to save the file.
3. Type a new name in the File Name text box.
4. Click on the OK button.

Using the On-line Help

Word's on-line Help provides step-by-step instructions, demonstrations, and other reference information.

There are several ways to request Help:

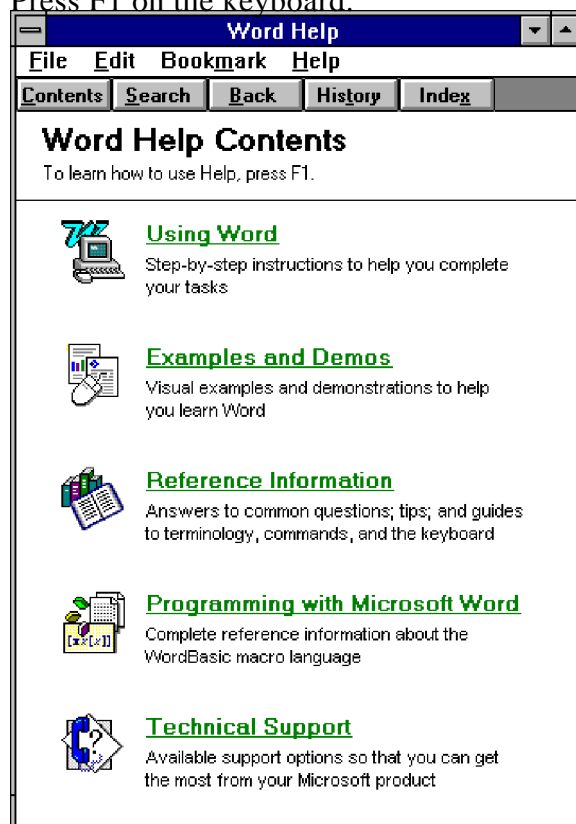
1. Choose a command from the Help menu:

	Command	Action
in	Contents	Provides a list of Help topics available Word.
	Search for Help on	Allows you to search for information about a specific topic.
	Index	Displays an index to information available in Help.
	Quick Preview demonstrations	Allows you to view quick of Word features.
	Examples and Demos demonstrations of	Displays examples and Word tasks.
	Tip of the Day	Gives useful tips and shortcuts.
	WordPerfect Help demonstrations	Provides information and for WordPerfect users.
	Technical Support	Provides product support information.
	About Microsoft Word	Displays software and system information.

-OR-

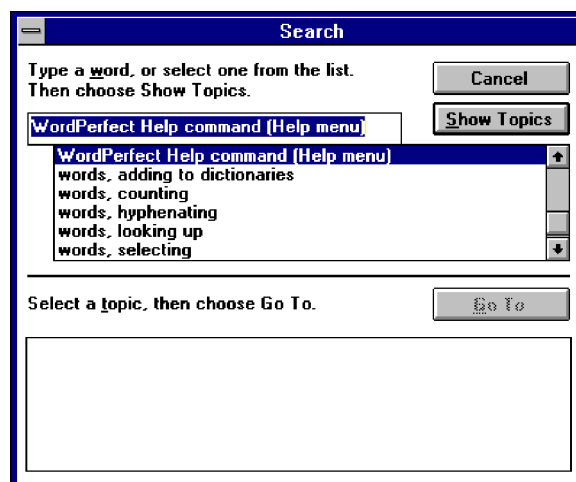
Word Help window

1. Press F1 on the keyboard.

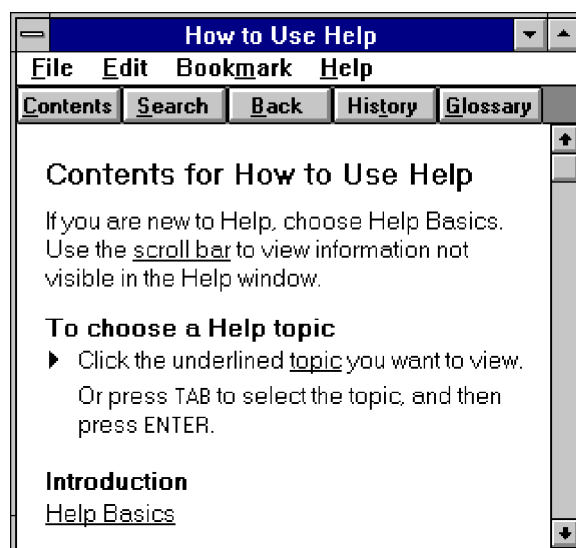


2. From the WordPerfect Help window, click on a topic from the Help Contents, click on the Search button, or press F1 to learn how to use Help.

Search dialog box



How to Use Help window



-OR-



1. Click on the Help button on the Standard toolbar.
2. When the mouse pointer changes to a question mark, click on an item in the Word window to view information about the selected item.

-OR-

1. Click on the Help button in most dialog boxes to receive specific information about the items in the dialog boxes.

Exiting Word

Be sure to save all documents before exiting the program.

To exit Word:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

Additional References

For more information on how to use Microsoft Word 6.0 for Windows, obtain the following reference manual from your ADP Coordinator:

- C The *Microsoft Word 6.0 User's Guide*, published by the Microsoft Corporation, is an easy-to-read reference guide that provides illustrations and step-by-step instructions.